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AUTHOR Cubberley, Carol W.
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ABSTRACT

This book focuses on guiding librarians at institutions of higher education on being proactive in securing tenure and promotion in their professional employment. The book has nine chapters. Chapter 1 gives advice on what to include in an application for a tenure-track position and what activities representing individual growth and development increase one's chances for attaining a tenured position. Chapter 2 discusses networking. Chapter 3 describes job-related contributions that will raise a librarian's in-house standing, e.g., writing a handbook for search committees or employee orientation. Chapter 4 focuses on involvement in professional associations. Chapter 5 emphasizes finding opportunities to make presentations explaining various facets of a librarian's work and suggests visual aids and formats for these presentations. Chapter 6 focuses on poster sessions and displays. Chapter 7 overviews the hurdles involved in writing for publication, often a requirement for tenure. Chapter 8 provides examples of service activities, including work on library and university committees, supervision of interns, and community service. Chapter 9 discusses how to prepare a personal dossier that is complete and easy for the tenure review committee to review. Appendices provide a typical tenure and promotion document and a typical letter of application and resume. (CK)

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